Unicopy

SCIENTIA
MANU ET MENTE
THE UNIVERSITY OF
NEW SOUTH WALES
UNSW LIBRARY

# *What is Unicopy?*

Unicopy provides the following photocopying and associated products and services to Library users:

- Advice
- Blank paper
- Cassette tapes
- Change
- Colour photocopying
- Computer discs
- DIS><Connect payments
- Examination papers (previous two years')
- Facsimile receipt & transmission
- Fast copying
- Lamination
- Laser printing
- Lecture cassette duplication
- Library fines
- Overhead transparencies
- Photocopying by staff or self-service
- Plan copying
- Self-service color copying
- Stationery
- Study kits (for some subjects)
- Thermal and Spiral binding
- Thesis copying
- Video duplication.

## Where is Unicopy?

Unicopy is on Level 2 of the University Library.

# *Photocopying*

## Where can I photocopy?

**Library**

| | |
|---|---|
| Unicopy area and Open Reserve | Level 2 |
| Law Library | Level 8 |
| Physical Sciences Library | Levels 5, 6 & 7 |
| Social Sciences and Humanities Library | Levels 3 & 4 |
| **Mathews Annex** | |
| Biomedical Library | Levels 2, 3 & 4 |

**Other locations on Campus**

Aboriginal Research & Resource Centre, Library Building, access via Commerce Courtyard;

Applied Geology Library, Level 9, Applied Science Building;

Chemical Engineering & Industrial Chemistry, Room G14, Ground floor, Science Building.

Social Work, Resource Room, Western Grounds;

Geography Reading Room, Geography and Surveying Building.

Two **express machines** are located in the main photocopying area on Level 2. A limit of 10 copies is allowed. An express machine is also located in the Biomedical Library on Level 3. A limit of 15 copies is allowed.

**Recycled paper** is used in selected photocopiers in all areas.

## How do I photocopy?

### Self-service Photocopying

CopyCards are required for all self-accessed photocopiers, microfiche, CD-ROM printers and laser printers.

### Buying a Reusable CopyCard

- Purchase one blank Copycard for $2.00 from a Copy-Card Cashier machine located in most photocopying areas. Follow instructions on the CopyCard Cashiers.

### Charging or recharging your CopyCard

- The CopyCard must be charged or have value added up to the amount required, before it can be used for photocopying. The card is debited each time a photocopy is made.
- Charging/recharging of CopyCards may be done at **any** of the CopyCard Cashier machines. Follow instructions on the CopyCard Cashiers.

**Please note**

- Change and assistance are available from the Unicopy counter on Level 2. The CopyCard Cashiers **do not give change**.
- There is **no provision for refunds**.

### Operation of Photocopiers

- Follow instructions on photocopiers. If assistance is still required, ask Unicopy staff. They will be happy to help.

### Staff-assisted Photocopying

**Fast Copy** Service caters for speedy, high volume copying, including thesis copying, of quantities over 50 copies.

The fastest possible service is provided, however, please make allowances for staff during busy times, nights and weekends when fewer staff are on duty. Special rates, listed overleaf, apply.

For other staff-assisted photocopying services and charges see overleaf also.

## Need help or advice?

A "Hotline" telephone is available wherever there are photocopiers. Lift the receiver to speak directly to Unicopy staff for assistance.

## Academic staff photocopying

Staff-only machines are available in the Special Libraries for staff holding a special academic CopyCard. Contact your School Office to arrange for a card or additional credits.

## Copyright is important

It is your responsibility to abide by the Copyright Act. A section of the Act is prominently displayed in each photocopying area.

# *Unicopy charges*

| | |
|---|---|
| Blank CopyCard | $2.00 each |
| Additional copies | $0.10 each |
| Overhead transparencies - blank | $0.60 each |
| Blank paper | $0.10 per 5 sheets |

**Self-service photocopying**

| | | |
|---|---|---|
| A4 | single-sided | $0.10 per copy |
| A4 | double-sided | |
| | first side | $0.10 per copy |
| | second side | $0.08 |
| A3 | | $0.20 per copy |
| Color copying | | $2.50 |

**Staff-assisted photcopying**

Includes enlargement/reduction and double-sided

| | |
|---|---|
| A4 | $0.15 per copy/side |
| A3 | $0.20 per copy/side |

**Black only photocopying (Xerox 935 Laser)**

| | |
|---|---|
| A4 | $1.50 each |
| A3 | $2.00 each |

**Colour photocopying (Xerox 935 Laser)**

| | | |
|---|---|---|
| A4 | 1-9 copies | $3.00 each |
| | 10-49 copies | $2.70 each |
| | 50-99 copies | $2.50 each |
| | 100 + copies | $2.00 each |
| A3 | 1-9 copies | $4.90 each |
| | 10-49 copies | $4.45 each |
| | 50-99 copies | $4.00 each |
| | 100 + copies | $3.50 each |

**Plan copying** $3.50 per metre (min $1.05)

**Fast Copy Service**

| | | |
|---|---|---|
| A4 | 50-100 sides | $0.09 each |
| next | 100 sides | $0.07 each |
| over | 200 sides | $0.05 each |
| | Hand-copied sheets (up to 50 copies) | $0.15 each |

See staff for thesis copying prices

Acid-free (Archival) paper

| | | |
|---|---|---|
| A4 | 50-100 sides | $0.15 each |
| next | 100 sides | $0.12 each |
| over | 200 sides | $0.10 each |

**Laminating**

| | | |
|---|---|---|
| A5 | pouches | $0.80 each |
| A4 | pouches | $1.00 each |
| A3 | pouch | $2.00 each |

Lecture cassettes

| | |
|---|---|
| Blank tape - C120 | $2.50 |
| Copying of tape (own tape provided) | $1.25 |
| Copying of tape (includes blank tape) | $3.75 |

**Overhead transparencies (transparency & copying)**

| | | |
|---|---|---|
| Standard | | $1.00 each |
| Black/white (Xerox 935 Laser) | | $3.00 each |
| Colour (Xerox 935 Laser) | | |
| | 1-10 copies | $4.50 each |
| next | 11-100 copies | $4.00 each |
| over | 100 copies | $3.20 each |
| Black & White Self Service | | $0.85 each |

**Thermal bind covers**

| | |
|---|---|
| 1-9 copies | $2.30 each |
| 10-99 copies | $2.00 each |
| 100 + copies | $1.50 each |

| | |
|---|---|
| **Spiral bind covers** | $1.00 per pair |

**Combs**

| | |
|---|---|
| 8 and 10 mm | $0.75 each |
| 20 and 50 mm | $1.25 each |

**Stationery**

| | |
|---|---|
| Writing paper | $1.50 per pad |
| Biros | $1.30 each |

| | |
|---|---|
| **Examination papers** | $0.10 per side |

**Facsimile transmission**

Unicopy can send and receive faxes at competitive prices.
Unicopy Fax (02) 9385 1229

| | 1st page | Additional page (each) |
|---|---|---|
| Local | $1.00 | 20c |
| Australia | $2.00 | $2.00 |
| Overseas | $3.00 | $3.00 |
| Receiving | 50c | 50c |

**Video Duplication**
**PAL (VHS to VHS only)**

| Single Copies | Own Tape | Supplied Tape |
|---|---|---|
| 1 Hour Duration | $10.00 | $15.00 |
| 2 Hours Duration | $15.00 | $22.00 |
| 3 Hours Duration | $20.00 | $28.00 |
| 4 Hours Duration | $25.00 | $37.00 |

**Blank Video Tapes**

| | |
|---|---|
| 60 Minutes | $5.00 |
| 120 Minutes | $7.00 |
| 180 Minutes | $8.00 |
| 240 Minutes | $12.00 |

**Computer discs**

| | |
|---|---|
| MF2-HD 3½" | $2.00 each |

| | |
|---|---|
| **Laser printing from PC** | $0.15 per page |

***Enquiries***

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URL: http://www.library.unsw.edu.au/unicopy.html

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